

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR
SECONDARY PRINCIPAL (GRADES 9-12)**

I. PROFESSIONAL REQUIREMENTS:

A secondary principal's certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants meeting the following requirements:

A. One (1) of the following:

1. A permanent or professional Missouri certificate of license to teach;

OR

1. A baccalaureate degree from a state-approved teacher preparation program;
 2. A recommendation from the designated certification official from a state-approved teacher preparation program; and
 3. Achieve a score equal to or greater than the Missouri qualifying score on the assessment designated by the State Board of Education for initial certification; and
- B. A minimum of two (2) years teaching experience approved by the Department of Elementary and Secondary Education;**
- C. Successful completion of the building-level administrator's assessment designated by the State Board of Education;**
- D. Completion of a course in Psychology and/or Education of the Exceptional Child;**
- E. Completion of a master's degree in educational administration, or in a certifiable area recognized in Missouri, from a college/university meeting approval of the Missouri Department of Elementary and Secondary Education;**
- F. Recommendation for certification from the designated official of a college or university approved by the Missouri Department of Elementary and Secondary Education. This recommendation shall be based upon the completion of a planned program for preparation of secondary principals which includes at least twenty-four (24) semester hours of approved graduate credit in education courses focused upon administration and supervision of the secondary school. The approved graduate credit shall include;**
1. Specific courses (must be separate graduate courses of at least two (2) semester hours)
 - a. Foundations of educational administration;
 - b. Secondary administration;
 - c. Secondary curriculum; and
 - d. School supervision;
 2. Directed field experiences in secondary administration of at least two (2) semester hours; and
 3. Knowledge and/or competency in each of the following areas:
 - a. Instructional management systems;
 - b. School law;
 - c. Teaching-learning processes;
 - d. Public relations;
 - e. Educational measurements;
 - f. Evaluation of teachers;
 - g. School business and facilities management;
 - h. Philosophy of vocational education;
 - i. Administration and coordination of special programs and service;
 - j. Administration and coordination of school activities programs; and
 - k. Instruction in communication skills (reading, writing, spelling, listening, speaking).

NOTE: Missouri requires the completion of a master's degree with a major emphasis in educational administration from an approved college or university. Missouri also requires the recommendation for certification from the designated recommending official of an approved college or university. This recommendation must be part of the Application for Principal's Certificate. Therefore, we are not able to evaluate transcripts for administrative certificates. Completion of all course work and a graduate program must be verified by official transcripts from the college/university.

II. RENEWAL OF CERTIFICATE:

The principals initial certificate may be renewed only one (1) time for five (5) years by earning fifteen (15) graduate semester hours toward a two (2)-year graduate program for secondary principal approved by the Missouri Department of Elementary and Secondary Education. The designated official of the college or university with the approved program shall certify compliance of the requirement. **All requirements for the Advanced Secondary Principal's certificate must be met by the end of the renewal period to upgrade the certificate.**